
UBI Change Form POLICY

The Change Form is used to submit corrections and/or changes for existing accounts that do not have renewable licenses. A Master Application is required for any accounts having renewable licenses on the endorsement screen in Master License Services' database.

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UBI Change Form PROCEDURE

If the business doesn't have renewable licenses, proceed as follows:

1. Enter the UBI number in the top right corner of the form.
2. Enter the owner's name and address information.
3. Check the type of additions or changes being submitted.
4. Enter the name, title, and telephone number of the contact person (your source of information).
5. Explain the change(s) or correction(s) in detail.
6. Obtain the signature of the business person.
7. Sign your name, enter your telephone number, agency, and the date.
8. Change forms are sent to the Department of Licensing with the daily UBI packet. (Do *not* enter on the transmittal form.)

Exceptions

The UBI Change Form cannot be used to change the registered name of a corporation, limited partnership, limited liability company or limited liability partnership or to change the corporation's registered office address. These changes must be made through the Corporations Division, Office of the Secretary of State.

The UBI Change Form cannot be used to add or delete partners if there are renewable licenses or registered trade names. If there are no renewable licenses or registered trade names, the UBI Change Form can be used to add or delete partners if the change results in a change of less than 50 percent in the number of partners.

A business person's signature is not needed for correcting a database error (operator entry error).

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Master License Service
Department of Licensing
P O Box 9034
Olympia WA 98507-9034
Telephone: (360) 664-1400
mls@dol.wa.gov

BUSINESS INFORMATION CHANGE FORM

This form can be used for simple changes for your business account. *Use the Master Application form for your changes if you have business licenses that are renewed annually.* The Master License Service will contact you if additional forms or fees are required.

ACCOUNT INFORMATION CURRENTLY ON FILE

Current UBI number (*required*): _____

Name of an owner, partner, officer or LLC manager/member: _____

Firm name (doing business as): _____

INFORMATION TO BE CHANGED

Use this form **only** for the following changes.

- ☐ Cancel the following Trade Name(s): _____
This will NOT cancel a corporation name. To add a Trade Name, use the Master Application.

- ☐ Change Mailing Address to: _____
Include street address of the mailing/payroll address city, state and zip. Cannot be used to change a Corp. Registered Agent address.

- ☐ Change Location Address to: _____
Please include street address, city, state and zip. Cannot use a PO Box or PMB as a physical/location address.

Old Location Address: _____

- ☐ Change of phone number: ()

- ☐ Change Owner's Legal Name to: _____
To change ownership structure, e.g. sole owner to corporation, or to assume an existing business, use the Master Application.

Owner's prior name: _____

- ☐ Add or ☐ Remove Spouse Name: _____

- ☐ Close Account at: (Cannot close a corporate account with Secretary of State)
- | | |
|--|---|
| <input type="radio"/> Dept. of Revenue | <input type="radio"/> Employment Security |
| <input type="radio"/> Labor & Industries | <input type="radio"/> UBI Account |

Other Information: _____

- ☐ Please mail me a new Master License.

SIGNATURE OF OWNER/OFFICER: _____ DATE: _____

Renewable License Addendum POLICY

Some businesses have renewable licenses which require additional information. See License Fee Sheet to see if additional forms are needed. Forms can be obtained by calling Master License Service at (360) 664-1400.

Most of these forms are available from the Internet at
www.wa.gov/dol/forms/forms.htm

NOTE: It is not expected that all UBI agencies' front counter staff know all the different licenses and their fees. This can be explained to the customer as you accept their addendum and fees. Master License Service reviews the addendum and will contact the customer if additional information or fees are needed.

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Renewable License Addendum PROCEDURE

When the customer has a Master Application with an Addendum(s):

1. Review the Master Application and verify that renewable licenses and fees are entered in Section 2 on page one.
2. Attach the renewable license addendum to the Master Application and forward to the Master License Service.

NOTE: If additional information is needed on any of these licenses, Master License Service may contact the customer when processing the addendum.

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Location Addendum POLICY

A Location Addendum to the Master Application may be used to register additional business locations at the time a Master Application is completed. The Location Addendum may be filed only with a Master Application. There is a handling fee of \$15 for each Location Addendum filed.

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Location Addendum PROCEDURE

When filing a Location Addendum, the applicant should:

1. Provide information for one business location on the Master Application.
2. Use one Location Addendum for each additional business location.
3. Include the \$15 handling fee for the Master Application plus a \$15 handling fee for **each** Location Addendum filed.

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MASTER LICENSE SERVICE
DEPARTMENT OF LICENSING
P.O. BOX 9048
OLYMPIA, WA 98507-9048

UBI NUMBER

OWNER NAME *(Please print clearly)*

LOCATION ADDENDUM TO THE MASTER BUSINESS APPLICATION

Complete one Location Addendum for each business location not listed on the Master Business Application. This form must accompany a Master Business Application.

FOR VALIDATION & OFFICE USE ONLY

01P-400-731-0003

1. LIST REGISTRATIONS, LICENSES, TRADE NAMES AND ANY REQUIRED FEES BELOW

See enclosed *"Registration and License Description Sheet"* for the information needed to complete this list.

REGISTRATION OR LICENSE TYPE		FEE
		\$
		\$
		\$
		\$
Enclose payment for all fees.		MASTER APPLICATION FEE \$ 15.00
Make check payable to the WASHINGTON STATE TREASURER.		TOTAL AMOUNT DUE \$

A BUSINESS INFORMATION (Complete for actual location where business will be conducted.)

Date business first will be (was) conducted, under this owner, at this WA location: Mo Day Yr Is this location within city limits? <input type="checkbox"/> YES <input type="checkbox"/> NO Describe in detail the principal products or services you provide in Washington: <i>(product manufactured or sold, type of construction, etc.)</i>	Firm/Trade Name	Business Telephone Number ()
	Business Mailing Address <i>(Street or Route, P.O. Box, City, State, Zip)</i>	FAX Number
	Business Location <i>(Street or Route, City, State, Zip & Physical location only)</i>	County

B COMPLETE IF THE BUSINESS YOU ARE REGISTERING HAD A PRIOR OWNER

Did you buy, lease or acquire all or part of an existing business? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, check one box <input type="checkbox"/> ALL <input type="checkbox"/> PART Date Bought/Leased/Acquired Mo Day Yr 	Previous Business Name	Previous Owner's Telephone No. ()	Still in Business? <input type="checkbox"/> YES <input type="checkbox"/> NO
		Previous Owner's Name and Address		

C COMPLETE IF YOU EMPLOY OR PLAN TO EMPLOY ONE OR MORE PERSONS IN WASHINGTON

Date of first employment of planned employment at this location	Number of persons you employ or plan to employ at this location <i>(Do not include owners)</i>	Of these, how many are or will be minors <i>(under age 18?)</i>	Are any of these minors under age 16? <input type="checkbox"/> YES <input type="checkbox"/> NO
List the specific duties performed by minors at this location			Are the minors working in an agricultural business? <input type="checkbox"/> YES <input type="checkbox"/> NO
Describe in detail the activities of your employees			

D SIGNATURE OF SOLE PROPRIETOR OR SPOUSE, PARTNER, OR CORPORATE OFFICER

I, the undersigned, declare under the penalties of perjury and/or the revocation of any license granted, that I am the applicant or authorized representative of the firm making this application and that the answers contained, including any accompanying information have been examined by me and that the matters and things set forth are true, correct and complete.

Signature required (If a corporation, a corporate officer must sign)

X

Title

Date



Ordering Forms POLICY

Each UBI Agency is responsible for providing forms to their Field Offices.

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Ordering Forms PROCEDURE

Contact the appropriate person in your agency listed below to order UBI forms:

Office of the Secretary of State, Corporations Division	Al Bronson	(360) 586-1156
Employment Security Department	Status Unit	(360) 902-9360
Department of Labor & Industries	Your regional supply source	
Department of Licensing	Tanya Woodward	(360) 664-1405
Department of Revenue	Via email to DOR Warehouse	

FORMS:

- Master Application *
- Registration and License Description Sheet
- Directory of Offices
- Location Addendum
- UBI Change Form
- Information to New Registrants
- MLS Return Envelopes

*Employment Security Department personnel order Master Applications through the Employment Security Warehouse Catalog.

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UBI Number: _____

Information for New Registrants

The Unified Business Identifier (UBI) is a nine-digit number assigned to the owner of a business when the Master Application is received for the first time. The UBI is used by all participating agencies to identify the business, thus streamlining processing and communication. Since the UBI is affiliated with the business owner, it changes only when there is a change in ownership type or a significant change in the actual owners (e.g. more than half of the partners in a partnership change).

REGISTRATIONS & LICENSES

What is the difference between “registering” and “licensing” a business?

Registering a business is a one-time requirement when a business first undertakes business activities. Licensing a business is the granting of the right to engage in a regulated business activity. License fees are renewable and are paid on an annual basis.

How do I know what registrations and licenses I need for my business?

The enclosed packet provides all the forms necessary to fulfill the basic registration requirements for taxes, unemployment insurance, and industrial insurance. Contact the Master License Service for information about other registration or licensing requirements you may have.

When I complete the application process, how will I know with whom I am registered and/or licensed?

If you do not need registrations or licenses that require regulatory agency approval, a Registrations and Licenses document will be mailed to you within one to two weeks after submission of the Master Application. This document indicates those licenses or registrations granted to you.

If I require regulatory agency approval, may I conduct business and when will the Registrations and Licenses document be issued?

If regulatory agency approval is required, you may not conduct the regulated business activities until the license is approved. Your Registrations and Licenses document will be issued following approval by the regulatory agency.

Does completion of the Master Application register my business as a corporation, limited partnership or limited liability company?

No. If you are registering any of the above entity types, you must file additional documents with the Corporations Division of the Office of the Secretary of State.

TAX OBLIGATIONS

Department of Revenue

Do I need to register with the Department of Revenue?

You must register with the Department of Revenue if you operate a business that produces or sells a product, provides a

service, or includes any activity on which a tax is imposed by this state. By completing the Master Application, you have met your registration requirement with the Department of Revenue.

How do I report my taxes?

The Department of Revenue will provide you with a packet explaining how to report your taxes. The packet will also include your assigned reporting frequency. You will receive a reporting form by the 10th of the month following your reporting period (e.g. quarterly returns should be received by January 10, April 10, July 10 and October 10). Call the department immediately if you do not receive your reporting form to avoid any penalties.

Many reporting forms are returned to the department due to incorrect or incomplete address information. Please verify your address on any mail you receive from the department. If you move or receive an address change notice from the U.S. Post Office, please notify the department immediately.

Do I have any retail sales tax obligations?

Yes. Generally, you must pay retail sales tax (or use tax if goods are purchased out of state) on all purchases, including purchases or leases of fixtures and equipment. The seller of the retail goods or services is responsible for collecting and remitting the tax.

Are there any purchases not subject to retail sales tax?

Purchases by businesses are not subject to retail sales tax when the article purchased is:

- to be resold in the normal course of business, or
- to be incorporated into a new product being produced for sale, or
- a chemical used to process a product which will be sold.

Sales tax is due on all supplies, equipment, etc. used by the business. All purchases intended for personal use are subject to retail sales tax.

How do I receive the retail sales tax exemption?

To receive the retail sales tax exemption, you must give the seller a Resale Certificate. The Department of Revenue does not provide Resale Certificates. The forms are available in most stationery stores or you may produce your own. If you wish to produce your own, contact the Department of Revenue for a copy of the rule containing sample Resale Certificates. Use of the Resale Certificate for any reason other than the three listed above is fraud and is subject to penalties.

If you need assistance through the Telecommunications Device for the Deaf, call TDD (360) 586-2788. To request this document in an alternate format for the visually impaired, call (360) 664-1400.

UNEMPLOYMENT INSURANCE COVERAGE

Employment Security Department

Does completion of the Master Application ensure an unemployment insurance account for my business?

By completing the employment portion of the Master Application, you have met the requirement of notifying the Employment Security Department that you have hired or will hire employees possibly subject to unemployment insurance coverage. Your Master Application will be reviewed by the Employment Security Department and, if you are liable to provide unemployment insurance coverage, an account will be established for your business. Additional information and forms will then be sent to you directly from the Employment Security Department.

How often do I report and when are the reports due?

You must report to the Employment Security Department on a quarterly basis ending in March, June, September, and December. The tax reports and payment must be returned by the last day of the month following the end of the quarter. Even if you had no employment during a quarter, you must file the report on time.

How do I get the unemployment tax reports and how do I fill them out?

The tax reports will be mailed to all registered employers just before the end of each quarter. Instructions are on the back of the form.

How is my unemployment tax determined?

Under the current experience rating system, employers are taxed in accordance with the degree to which their former employees draw unemployment insurance benefits. Employers with the most favorable experience are assigned the lowest rate, and those with the least favorable are assigned the highest rate. If you do not have sufficient experience, your rate is determined by using the average tax rate of the industry.

INDUSTRIAL INSURANCE COVERAGE

Department of Labor & Industries

Does completion of the Master Application mean that my employees are covered by industrial insurance?

Yes. By completing the employment portion of the Master Application, you will receive temporary insurance coverage for eligible employees within your business should an occupational injury or illness occur. This temporary insurance will be replaced by a Certificate of Coverage from the Department of Labor & Industries.

You cannot engage in construction or electrical work requiring special registration until you have secured the proper registration certificate.

What is the cost of industrial insurance?

This depends on the nature of your business, the number of employees, and the number of hours worked. Classifications are assigned, and each classification carries a rate that is appropriate for its potential for losses. After your Master

Application is reviewed, you will receive notification of your rate as well as other information from the Department of Labor & Industries.

How is industrial insurance paid?

Quarterly. A preprinted Report of Payroll will be mailed near the end of March, June, September, and December. You will use this form to report the number of hours your employees worked during the preceding quarter. This report must be returned to the Department with the premium before the end of January, April, July, and October, even if you have no employment hours to report for the quarter.

HIRING EMPLOYEES

When may I start hiring employees and is any assistance available?

You may start hiring employees as follows:

- All businesses may hire employees age 18 or over upon receipt of the completed Master Application at any UBI affiliated agency.
- Agricultural businesses may also hire minors (under age 18) upon receipt of the completed Master Application at any UBI affiliated agency.
- Non-agricultural businesses cannot hire minors until they receive a Registrations and Licenses document listing the Minor Work Permit.

For assistance in hiring qualified workers contact your local Employment Security Department's Job Service Center.

FOR ADDITIONAL INFORMATION

Master License Service, Department of Licensing

(360) 664-1400

Information regarding forms or local, state and federal requirements

Corporations Division, Office of the Secretary of State

(360) 753-7120

Information regarding registering as a corporation, limited partnership or limited liability company

Business Assistance Center (BAC)

1-800-237-1233

Referral services for businesses desiring government assistance; provides a publication entitled *Guide for Small Business* that summarizes BAC services as well as the services of other state agencies